

## PARTICIPANT COURSE EVALUATION FORM

Course Attended \_\_\_\_\_

Location \_\_\_\_\_

Date(s) \_\_\_\_\_

Your frank comments relative to the following questions will be helpful in improving the quality of this course and future training offered by \_\_\_\_\_. Please answer each statement below by placing the number that best describes it from the scale on the line that follows each item. Where the question requires a narrative, please be as specific as possible.

### GRADING SCALE

EXCELLENT	WELL ABOVE AVERAGE	ABOVE AVERAGE	ADEQUATE/ AVERAGE	LESS THAN ADEQUATE	INADEQUATE	UNSATISFACTORY
8	7      6	5	4      3	2	1	0

### INSTRUCTOR'S RATING

1. Was knowledgeable about the subject being taught.	0
2. Was well prepared for the class session.	0
3. Presented the material in a systematic, organized fashion.	0
4. Was concerned about each participant learning the material.	0
5. Presents the material with enthusiasm.	0
6. Responds when the class is confused.	0
7. Relates the course material to practical applications in a meaningful way.	0
8. I would rate this Instructor as ...	0

### COURSE RATING

1. What were the course objectives?	
2. Did the course achieve its objectives?	
3. How will this course be of use to you?	
4. Lectures were relevant to the objectives and content of the course. <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain)	
5. Timing of the course session is appropriate to my needs. <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain)	
6. Handouts and training aids are valuable and support the content of the course <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain)	
7. Level of Presentation <input type="checkbox"/> Too High <input type="checkbox"/> About Right <input type="checkbox"/> Too Low	
8. Lectures <input type="checkbox"/> Too High <input type="checkbox"/> About Right <input type="checkbox"/> Too Low	
9. Workshop Activity <input type="checkbox"/> Too High <input type="checkbox"/> About Right <input type="checkbox"/> Too Low	
10. What were the strong points of the course? (Explain)	
How you can take shortcuts for something that would normally take longer to do.	

<b>PARTICIPANT COURSE EVALUATION FORM (CONT.)</b>
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11. Do any parts of the course need improvement? ( <i>Explain</i> )

12. Do you recommend this program for others? If so, whom?

13. I would rate the course as ...	0
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GENERAL COMMENTS

Name ( <i>Last, First, MI</i> )	Date
Department/Division	Phone
	Rank/Rate